

~~CONFIDENTIAL~~  
~~INTERNAL USE ONLY~~

16 November 1960

MEMORANDUM FOR THE RECORD

Meeting at Central Building on Saturday, 22 October 1960

25X1A5a2

SUBJECT: Briefing and Discussion of [redacted] Computer Program

25X1A9a

In Attendance: Office of Management - Messrs. [redacted]  
Machine Records Division - Messrs. [redacted]  
Fiscal Division - [redacted]

25X1A9a

25X1A9a

25X1A9a

1. Mr. [redacted] presented the program for the Office of Personnel. He described the different steps which the Form 1152 (Request for Personnel Action) is put through before it is translated into data acceptable to the EDP operation. He indicated that it would be possible to forward to the Payroll Branch, Fiscal Division, a copy of the run which is used to verify that the tape to be sent to the EDP area was correctly prepared.

25X1A9a

2. Mr. [redacted] discussed the manual input for permanent and temporary changes in the employee's pay history. He showed a rough copy of the form to be used in these cases. Discussed transaction listing which would be issued to the Payroll Branch from the computer. Indicated that only one transaction could be shown on the form making changes. If there were more than one change or transaction, then it would be necessary to complete a form for each change.

25X1A9a

3. Mr. [redacted] discussed leave, pay this period, hospital benefits program, W-2's, Earnings Statement, leave run and T&A listing. Stated that the W-2 for employees separating during the middle of the year would not have the address shown on the form issued by operation of the machine. Stated that there would be issued an individual earnings record (one line entry with spaces intervening) showing years' gross to net detail. This run would not be detailed by pay period as has been issued under the current operating procedure. The Leave-T&A Listing combination would be issued in lieu of the two runs - Leave Listing and T&A listing presently being issued. The new T&A listing-leave run would be issued and distributed on Friday, last day of pay period, with the new T&A's. There would not be an individual leave record run issued at the end of the leave year. In its place would be the run for the first T&A's of the new leave year (T&A-Leave listing).

25X1A9a

4. Mr. [redacted] discussed the detail which the Payroll Branch would be concerned with in processing the manual adjustments to the employee's pay record. He described in detail the transaction listing, the method and cases in which the pay clerk would be concerned with; mentioned the 80 hour of advance leave and how it would be controlled and would operate. In this connection he brought out the fact that an

ORIGINAL CL BY 061627  
☐ DECL ☒ REVW ON 2010  
EXT BYND 6 YRS BY  
REASON 3 d (3)

DOC 35	REV DATE 5-3-80	BY 029725
ORIG COMP 38	SPI 38	TYPE 02
ORIG CLASS 00041-2	PAGES 2	REV CLASS C
JUST 22	NEXT REV 2010	AUTH: HR 70-2

~~CONFIDENTIAL~~

~~INTERNAL USE ONLY~~

MEMORANDUM FOR THE RECORD

~~CONFIDENTIAL~~

16 November 1960

employee would always be entitled to carry an 80 hour leave advance (if he would accrue enough leave by the end of the leave year). In other words, if the original 80-hour advance was reduced by leave accruals to say about 64 hours and the employee took additional leave, he would be advanced that portion of leave between 80 and 64 which he might accrue by the end of the leave year.

5. While each of the above men were presenting their portion of the program, questions were raised which concerned the others who presented talks and also concerned Mr. [REDACTED] and the representatives of the Fiscal Division. Among the items discussed were the two following:

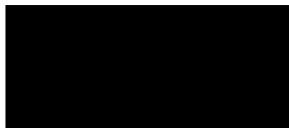
25X1A9a

a. The fact that the Office of Personnel (Mr. [REDACTED] Division) planned to discontinue issuance of the Form 1150 (Personnel Action) beginning with the first of November. It was agreed that this would be discussed further.

25X1A9a

b. The fact that if it should be necessary for the clerk in the Payroll Branch, Fiscal Division, to determine the detailed break-down of an employee's salary by pay period, that clerk would have to search through a pay control for each of the pay periods covered by the period concerned.

25X1A9a



Distribution:

Orig. - Fiscal Division  
4 - Payroll Branch  
1 - Chief, MSD  
1 - Mr. [REDACTED]  
1 - Mr. [REDACTED]  
1 - Mr. [REDACTED]  
1 - Mr. [REDACTED]

25X1A9a

~~INTERNAL USE ONLY~~

~~CONFIDENTIAL~~